

**Defense Acquisition Executive (DAE)
Certificate of Achievement**

A. Purpose

1. The Defense Acquisition Executive Certificate of Achievement is established to enable the Defense Acquisition Executive to provide personal recognition to individuals, groups, or teams who have made exceptional contributions to improving life cycle costs and/or the Department's acquisition systems and programs.

2. The certificates will be awarded throughout the year at the discretion of the DAE. This recognition program is not designed to preclude or exempt acquisition personnel from eligibility to receive existing formal and informal awards and recognition traditionally used within OSD or the DoD Components.

B. Eligibility

1. All Department of Defense acquisition personnel, both military and civilian individuals, groups, and teams, such as Integrated Product Teams, Process Action Teams, or other working groups who have contributed to improving acquisition processes and programs, are eligible. Significant contributions include ideas and innovations accepted by acquisition management within the Components or OUSD(A&T).

2. This certificate will be granted for contributions made or completed within the preceding 12 months.

C. Criteria for Selection

1. Organizations, groups, teams, or individuals eligible for this recognition should have contributed ideas, methods, or processes representative of innovative acquisition management techniques and/or life cycle cost reduction.

2. The ideas, methods, or processes recognized should promote acquisition reform goals and help achieve best value for the government.

3. Recommendations should be based on a factor or factors which establish the work as being exceptional to the normal methods or practices.

D. Process

1. Administration

a. The DAE personally issues these certificates. Component Acquisition Executives and OUSD(A&T) principals should forward recommendations for the Certificate of Achievement to the DAE.

b. Each recommendation should include a brief description of the innovation or initiative, reason for awarding the Certificate of Achievement, and a point of contact for more information.

c. The DAE will forward nominations to the Director, Acquisition Program Integration (API). The Director, API may ask other OUSD(A&T) offices to assist in reviewing the nomination for accuracy and merit. Based on the results of the review, the Director, API will make a recommendation on the nomination, and coordinate it with the Deputy Under Secretary of Defense (Acquisition Reform) before forwarding it to the DAE.

d. Upon the DAE's approval:

- (1) the Director, API will provide copies of the approved nomination to the Director for Administration, OUSD(A&T); the Defense Acquisition University (DAU) Acquisition Reform Communications Center (ARCC); and the Acquisition Reform Benchmarking Group (ARBG).
- (2) the ARCC and the ARBG will maintain information about the achievement in their data bases, as appropriate.
- (3) the Director for Administration, OUSD(A&T) will prepare the certificate and notify the nominating office. The nominating office will assume responsibility for arranging for an appropriate ceremony, accompanying publicity, and other activities to recognize the recipient(s).

e. The certificate may be presented at any time in the calendar or fiscal year and is not limited to any cycle for nominations and processing. This recognition is designed to minimize the complexity and administrative steps required to complete the recognition process and to accomplish the proposed recognition within 30 days after an organization, group, team, or individual has been recommended.

2. Reporting

a. The Director, DAU ARCC will include information on recipients of the Certificate of Achievement in quarterly reports to the USD(A&T) summarizing all awards made in the prior quarter.

b. The DAU President will ensure that information on replicable innovations is integrated, as appropriate, into the Acquisition Review Quarterly (ARQ) and the Program Manager (PM) Magazine; the mandatory DAU acquisition courses; and all ARCC training, fora and similar activities designed to promulgate and publicize acquisition reform initiatives and accomplishments.